

Campaign Finance Electronic Reporting System - File Import Rules and Specifications

HB1900 passed in the 2006 legislative session includes a revision to RSMo 130.042.9 which now states; “The Missouri ethics commission shall promulgate rules establishing the standard for electronic filings with the commission and shall propose such rules for the importation of files to the reporting program.”

As a result the Missouri Ethics Commission has enhanced the current Campaign Finance Electronic Reporting System to allow for the importation of files on Itemized Contributions received (CD1 section A) and Itemized Expenditures made (CD3 section B). These are the two areas that generally require the most data entry while filing a report electronically.

In order to allow file import the data must be assembled in a standardized format. Thus allowing accurate and consistent reporting by the committees.

The following rules must be observed.

- The data must be saved in a comma delimited format; however, the file extension does not have to be .csv;
- The data must be in the exact order and format as prescribed by the Import File Specifications (CD1_A Itemized Contributions Received and CD3_B Itemized Expenditures All Over \$100);
- If data is saved in standardized productivity software, **no** monetary fields can be formatted as “Currency”;
- There can be no commas (,) in any data to be imported.
- There can be no line returns/breaks in any data to be imported.
- Do not include a “Header Row” on the file.

Import File Specifications

CD1 A Itemized Contributions Received

#	Column Name	Data Type	Max Length	Format	Req.
1-A	Committee Name	String/Text	100	n/a	N
2-B	First Name	String/Text	50	n/a	N
3-C	Last Name	String/Text	50	n/a	N
4-D	Address 1	String/Text	100	n/a	Y
5-E	Address 2	String/Text	100	n/a	N
6-F	City	String/Text	50	n/a	Y
7-G	State	String/Text	2	n/a	Y
8-H	ZIP	String/Text	10	n/a	N
9-I	Employer	String/Text	100	n/a	N
10-J	Occupation	String/Text	100	n/a	N
11-K	Date	Date	10	MM/DD/YYYY	Y
12-L	Contribution Amount	General	12	n/a	Y
13-M	Contribution Aggregate Amount	General	12	n/a	Y
14-N	Contribution Type	String/Text	1	M=Monetary / I= In-kind	Y
15-O	Election Type	String/Text	1	P=Primary / G=General	N

CD3 B Itemized Expenditures All Over \$100

#	Column Name	Data Type	Max Length	Format	Req.
1-A	Company Name	String/Text	100	n/a	N
2-B	First Name	String/Text	50	n/a	N
3-C	Last Name	String/Text	50	n/a	N
4-D	Address 1	String/Text	100	n/a	Y
5-E	Address 2	String/Text	100	n/a	N
6-F	City	String/Text	50	n/a	Y
7-G	State	String/Text	2	n/a	Y
8-H	ZIP	String/Text	10	n/a	N
9-I	Expenditure Date	Date	10	MM/DD/YYYY	Y
10-J	Expenditure Purpose	String/Text	100	n/a	N
11-K	Expenditure Aggregate	General	12	n/a	N
12-L	Expenditure Amount	General	12	n/a	Y
13-M	Expenditure Type	String/Text	1	P=Paid / I=Incurred	Y